

## 2008 FRESHWATER SPORT FISH GUIDE

# Logbook Instructions

### VESSEL REGISTRATION

A vessel used in sport fishing guide activities is required to be registered with ADF&G. Upon registration, each vessel is issued two decals.

**Exemption: one-person float tubes used in sport fishing activities are not required to register or display vessel decals.**

All vessels must have a current AK number issued by the Div. of Motor Vehicles (DMV) or a U.S.C.G. documentation number prior to registering with ADF&G. **If the vessel has an AK number., the AK number must be displayed during guided fishing operations.**

Any vessel not previously listed on page iii or added midseason, must be added to the pink copy of that page prior to using it in any sport fishing activity. If a vessel is added during the season, **return the pink portion of the vessel registration form, to ADF&G with your logsheets at the end of your fishing season.**

### VESSEL DECALS/RENEWAL TAGS

One set of ADF&G decals will be issued per registered vessel. Decals must be displayed and visible on both sides of the vessel. Decals do not have to be applied directly to the hull of the vessel. Decals can be adhered to wood, fiberglass or plexiglas® which in turn is secured to both sides of the vessel. Decals can be transferred from one vessel to another, as long as the receiving vessel has a current AK number from DMV or a U.S.C.G. documentation number and has been registered with ADF&G. Decals are designed to withstand several years of use. Annual renewal stickers or tags will be issued as vessels are registered. Annual renewal tags are to be adhered directly to the decal in the designated area.

### RESPONSIBILITY OF OWNER & GUIDE

It is the responsibility of the **guide** to ensure that daily trip activity is accurately recorded as described on page v - vii.

It is the responsibility of the **business owner** (owner of the sport fish owner/operators license) to ensure that all data for fishing activities from January 1, 2008 through December 31, 2008 is submitted to ADF&G in a timely manner.

### WHAT A GUIDE MUST HAVE IN POSSESSION WHILE GUIDING

While engaged in providing sport fishing guide services, a sport fishing **guide** shall have the following readily available for inspection upon request of a representative of the Department or a peace officer of the state:

- Valid sport fishing guide license;
- Copy of the current ADF&G sport fishing operator's (business owner) license of the guide's employer;
- Valid Alaska sport fishing license, tags, stamps or permits that are required to engage in the sport fishery for which guide services are being provided;
- Identification card issued to the sport fishing guide by a state or federal agency that bears a photo of the sport fishing guide (e.g. driver's license);
- Other agencies may have additional requirements (e.g. U.S.C.G.). It is your responsibility to determine what those requirements are.

## 2008 FRESHWATER SPORT FISH GUIDE

# Logbook Instructions

### WHEN TO COMPLETE A LOGBOOK

**Client Information:** The sport fish license number must be recorded for all paying clients, “comped” anglers, and crew that fished during any part of the trip. A “**comped**” angler is an angler who is **not paying** for this charter; it can include family, friends or other acquaintances.

The logbook must be completed at the end of each day of fishing or at the end of each trip within a day as described below through the last trip of the season.

The guide that leads the trip is required to complete this logbook per the schedule described below.

### VESSEL USED

#### **Returning to a lodge, camp, dock or mooring location:**

Complete the logbook before offloading any fish from the vessel. If no fish were kept, complete the logbook before offloading any clients.

#### **Returning to a boat ramp, launching site, or other client drop off location:**

Complete the logbook before the vessel or guide departs the launching /landing site **AND** before offloading any fish from the vessel.

If no fish were kept, complete the logbook before the guide departs the launch/landing site.

### NO VESSEL USED

#### **Aircraft, highway vehicles, walk-in, ATVs, etc.**

Complete the logbook before the guide leaves the fishing site. Fishing site is defined as the location where the fishing activity took place. Refer to the list of unique freshwater site codes provided with the logbook.

### MULTIPLE TRIPS PER DAY

Each trip of multiple trips in a day should be logged on a separate logbook sheet. Complete the logbook at the end of each trip, as described above.

### MULTIPLE DAY TRIPS

Complete the logbook at day's end for each day of the trip. Use a separate logbook data sheet for each day of that trip.

### MULTIPLE SITES FISHED

If multiple sites were fished on the same day, write down each site fished prior to leaving that fishing site per the instructions above. Each site would have the same date and would require a new logbook page.

### RETURN THE LOGBOOK REPORTS WEEKLY

Fishing activity that occurs prior to April 7, 2008 is due to ADF&G by April 14, 2008; all activity thereafter must be received by ADF&G offices **EVERY WEEK** as detailed in the schedule provided on the inside of the front cover of this book.

### **PINK COPIES ARE TO REMAIN IN THE LOGBOOK.**

For fishing activity that occurs in the early winter of 2009, please call the local ADF&G office for logbook instructions.

## Logbook Instructions

### LOGBOOK ASSIGNMENTS/TRANSFERS

Logbooks are issued to individual licensed businesses. Due to the variety of ways that freshwater businesses conduct operations, the number of logbooks issued to a unique business will vary.

The business owner or their representative must determine how many logbooks that business will be required to have in order to comply with the recording requirements outlined in the instructions. For example, an operation that conducts business from a lodge with 6 guides may need more logbooks than a single owner/operator with one vessel that is trailered.

A logbook is assigned to the business; the business owner can reassign individual logbooks to a vessel or to a guide. It is up to the discretion of the business owner to assign logbooks to employed guides in any manner that facilitates the timely recording of trip information as described previously in the instructions.

Remember: it is the responsibility of the **guide** to complete daily trip activity in the logbook. It is the responsibility of the **business owner** to ensure that all data is submitted to ADF&G in a timely manner.

### 2008 FRESHWATER SPORT FISH GUIDE

## How to Fill Out the Logbook

**ADF&G Sport Fish Guide License Number** - The current guide license number issued by ADF&G to the guide. Only one guide license number should appear on each logsheet page.

**Date** - The date for each trip taken. If multiple trips to multiple different fishing sites were taken on the same day, that date and unique trip information would appear on as many data sheets as there were unique trips. Although the date would be the same, client information and trip specifics may differ. If there were more than six clients, continue on a separate logsheet with the trip information and individual angler license information carried over to the next page.

**River/Stream/Lake (Specify)** - The name of the site where fishing activity occurred. Refer to the site code list provided.

**Site Code** - Refer to the site code list provided with the logbook for the site code associated with the river, stream or lake where fishing activity occurred. Write the site code down as it appears on this list. If no site code exists for your fishing site, use the code for Other Streams or Other Lakes.

**Page Number.** - On each logsheet, record the page no. if multiple pages were necessary to fit in all the client information. Note the total no. of pages used for that trip.

**Other Species Write-In** - On the line denoted with an \*, write in the name of the “other” species kept or released. Use the last blank column on the right to record this “other” species of fish as long as it does not already have an existing column.

Once a species has been written in, that column becomes dedicated to that species for the remainder of that logsheet.

- continued -

## 2008 FRESHWATER SPORT FISH GUIDE

# How to Fill Out the Logbook

*Examples of Other Species: pink (or humpy) salmon, chum (or dog) salmon, burbot, and whitefish.*

**Sport Fish License Number** - Record the current Alaska Sport Fishing License number, resident PID (permanent license number) or DAV (disabled veteran license number) of **each client, comped angler, and crew that fished**. A “**comped**” angler is an angler who is **not paying** for this charter; it can include family, friends or other acquaintances.

Record the license numbers of those clients that **actively** fished during any part of the trip regardless of whether they caught anything. Use one line per angler, recording the license number and all activity on that line.

**Residency, Crew Status and “Comped” Anglers** - In the column to the right of each sport fish license number, **circle**:

- C if angler is **Crew member**,
- X if angler is “**Comped**” (nonpaying),
- All other anglers, Circle N for **Nonresident** or R for **Resident**.

DO NOT MARK RESIDENCY FOR CREW AND “COMPED”, CIRCLE “C” OR “X” ONLY.

Record anglers under 16 years of age as “**Youth angler 1, Youth angler 2**” etc., uniquely identifying them as 1, 2 or 3 for as many as fished on each trip.

## RECORDING SALMON AND OTHER SPECIES

**Fish Kept & Released** - Record the total number of fish kept (**K**) in the white row and released (**R**) in the gray row by each angler during that trip. Each angler license number has a dedicated line assigned on each logbook sheet. If the same angler goes on more than one trip on the same day, that angler’s license number will appear on as many logsheets as were used.

## PROXY FISHING INSTRUCTIONS

If a paying client is also proxy fishing for a beneficiary, that client **must** have the fishing license of the person for whom he/she is fishing. Write down the license number of the recipient of the fish (beneficiary), followed by a (**P**) to indicate proxy, e.g. **8123456-P**.

Use two lines on the logbook data sheet, one for the angler’s license number and one for the beneficiary’s license number. Indicate (**R**) for Resident in the adjacent column; beneficiaries and those fishing for them **must** be residents of Alaska.

For permanent licenses (residents only), write down the entire license number, including the preceding alpha character, which can be a **P, D, T or Z**, i.e. **Z50148-P**.

## CONTACT INFORMATION

For questions or to register a vessel, please contact:

- Division of Sport Fish, Guide Licensing and Logbook Program in Anchorage, Alaska at (907) 267-2369, or
- Email to [dfg.dsf.guides@alaska.gov](mailto:dfg.dsf.guides@alaska.gov)



RETURN TO: 333 RASPBERRY ROAD, ANCHORAGE, AK 99518 • QUESTIONS: (907) 267-2369

**LOGBOOK NO.**

ADF&G GUIDE LICENSE #: \_\_\_\_\_

DATE FISHED: \_\_\_\_\_, 2008  
(Month) (Day)

RIVER / STREAM / LAKE (SPECIFY)

**SITE CODE (REFER TO SITE CODE LIST)**

PAGENO. \_\_\_\_\_ OF \_\_\_\_\_

TOTAL NO OF PAGES FOR THIS TRIP |

**\* WRITE IN OTHER SPECIES HERE**

**CERTIFICATION:** I certify that the Information contained in this document is true and correct to the best of my knowledge.

## GUIDE SIGNATURE

CONTINUE ON NEXT PAGE IF MORE THAN 6 ANGLERS.

RETURN WHITE COPY TO ADF&G